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PART-IIA

GOVERNMENT OF MEGHALAYA ORDERS BY THE GOVERNOR

NOTIFICATIONS

The 8th June, 2016.

ORDER

No.CFSM/FSSA/2012/Prohibitions/35/150.—WHEREAS, regulation 2.3.4 of the Food Safety & Standards (Prohibition and Restriction on Sales) Regulations, 2011 was made by the Food Safety & Standards Authority of India in exercise of the powers conferred by clause (i) of sub-section (2) of Section 92 of the Food Safety & Standards Act, 2006 (Central Act 34 of 2006) read with section 26 thereof, prohibits articles of food in which tobacco and nicotine are used as ingredients, as they are injurious to health;

AND, WHEREAS, Gutkha and Pan Masala are articles of food in which tobacco and nicotine are widely used as ingredients now-a-days,

AND, WHEREAS, it is expedient to prohibit Gutkha and Pan Masala in the state of Meghalaya, being food products in which tobacco and nicotine are widely used as ingredients;

AND, WHEREAS, the Commissioner of Food Safety of the State is empowered under section 30 (2) (a) of the Food Safety and Standards Act, 2006 to issue prohibition order on the manufacture, storage, transport, distribution or sale of any article of food in the whole State for one year in the interest of public health,

NOW, THEREFORE, the undersigned in exercise of the powers conferred under clause (a) of sub-section (2) of section 30 of the Food Safety & Standards Act, 2006 (34 of 2006) and in continuation of the Notification No.CFSM/FSSA/2012/Prohibitions/35/2057, dated 15th May, 2014, and CFSM/FSSA/2012/Prohibitions/35/83, dated 12th June, 2015, hereby prohibit the manufacture, the storage, transport, the sale or the distribution of Gutkha and Pan Masala containing either tobacco and/or nicotine as ingredients by whatsoever name it is available in the market in the State of Meghalaya for a further period of 1 (one) year with effect from **20th May, 2016**, in the interest of Public Health.

Y. TSERING,
Commissioner of Food Safety
Meghalaya.

MEGHALAYA LEGISLATIVE ASSEMBLY
THE MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT
(RECRUITMENT AND CONDITION OF SERVICE)
RULES, 2015.
The 4th May, 2016.

No.C&S/MLA/2016/11. - In exercise of the power conferred by the clause (3) of Article 187 of the Constitution of India, the Governor of Meghalaya, after consultation with the Speaker, Meghalaya Legislative Assembly hereby makes the following Rules regulating the recruitment and condition of service of persons appointed as Secretarial staff of the Meghalaya Legislative Assembly:

1. Short title, extent and commencement:

- (1) These Rules shall be called the Meghalaya Legislative Assembly Secretariat. Recruitment and Conditions of Service (2nd Amendment Rules 2015).
- (2) They shall apply to all persons appointed to the Meghalaya Legislative Assembly Secretariat.
- (3) They shall come into force at once.

2. Definition:

In these Rules, the following shall have the meaning assigned to them herein.

- (1) “Governor” means the Governor of Meghalaya and includes any person performing the function of the Governor of Meghalaya;
- (2) “Speaker” means the Speaker of the Meghalaya Legislative Assembly and includes any person acting as Speaker or performing the functions of the Speaker of the said Assembly;
- (3) “Deputy Speaker” means the Deputy Speaker of the Meghalaya Legislative Assembly and includes any person acting as Deputy Speaker or performing the function the Deputy Speaker of the said Assembly;
- (4) Board/Committee means the Committee the Speaker may constitute from amongst the Senior Officers of the Meghalaya Legislative Assembly and such other officers from the Government/outside for the purpose of Promotion/recruitment against the vacant posts likely to be filled in a particular year on the recommendation of such Committee.
- (5) “Secretariat” means the Secretariat of the Meghalaya Legislative Assembly; and
- (6) “Grade” means designation with a pay scale.

3. Meghalaya Legislative Assembly Secretariat Service:

The officers and staff appointed to the secretariat of the Meghalaya Legislative Assembly before the advent of these Rules and thereafter, shall form a service called the Meghalaya Legislative Assembly Secretariat Service.

4. Appointing & Removal Authority:

- (1) The Governor, on the recommendation of the Speaker, shall be the appointing authority in the case of appointment to the post of Secretary and above.
- (2) The Speaker shall be the appointing authority for consideration of appointment to all grades i.e. Both gazetted and non-gazetted category other than the post of Secretary and above.
- (3) The appointing authority is the removal authority for all categories of Officers and staff of Meghalaya Legislative Assembly other than Secretary and above.

5. Gazetted and Non-Gazetted grades:

- (1) The grade of Committee Officer/Superintendent and above, and any other post commensurate with the Pay scale, shall be in the gazetted category.
- (2) All other grades below the grade of Committee Officer/ Superintendent shall be in the Non-gazetted category.

6. Creation for posts and Cadre review:

The Speaker after cadre review may create/abolish a post only after the same is approved by the Governor/Government.

7. Methods of appointment.

Vacancies in various grades will be filled by the following methods as prescribed against each grades in the schedule:

- (a) Promotion from feeder grade subject to fulfilment of all the condition as laid down against each posts in the schedules.
- (b) Departmental Competition limited to officers/staffs of the Secretariat.
- (c) Direct recruitment opens to all, inside and outside the Secretariat.
- (d) The minimum educational qualification for appointment to Lower Division Asstt .or allied posts carrying scale of Rs. 11300-22000/- shall be a graduate from a recognized University with computer knowledge.
- (e) The minimum educational qualification for appointment to any Grade IV *i.e.* Peon/Chowkidar/ Mali/Cleaner or allied posts shall be a pass in Class VI Standard from any recognised educational institution.

8. Departmental Promotion Committee:

There shall be 2 (two) Departmental Promotion committee (one each for gazetted and non-gazetted) comprising of the Secretary, Additional Secretary and Joint Secretary or any other member from Government/outside or inside as per the requirement, if any, to be nominated by the Speaker which shall meet from time to time to consider and recommend promotion/appointment in various posts to the appointing authority.

Provided that in the case of appointment the post of Secretary and above the Speaker himself shall make suitable recommendation to the Governor in that behalf.

9. Sitting of DPC & Publicity of vacancies:

- (1) The DPC shall sit as and when required before the occurrence of vacancy in any posts to consider the case of officers and staff eligible for promotion;
- (2) In the case of vacancy to be filled in any post by promotion caused by sudden and unforeseen events, the DPC shall sit within one month of the occurrence of such vacancy;
- (3) All vacancies to be filled by Departmental Competition shall be given wide publicity through office circulars.
- (4) All vacancies to be filled by Direct Recruitment shall be given wide Publicity in Local Newspapers; and
- (5) Circulars and open advertisements shall also be placed on the official website of the Secretariat.

10. Principles of promotion:

- (1) Merit-Cum-seniority shall be the principle for promotion in the case of both and non-gazetted posts.
- (2) Merit-Cum- seniority shall be the principle for promotion in the case of non gazetted posts.
- (3) Only those officers/staff in regular employment against permanent posts are eligible to be considered for promotion and for Departmental Competition.

11. Cut off dates:

The cut off dates for:

- (a)Reckoning age limit and possession of other eligibility condition in case of Departmental Competition will be the date of issue of the office Circular and Direct Recruitment will be 1st January of the particular recruitment year.

(b) Reckoning the period of eligibility in the case of promotion will be the date of sitting of the Departmental Promotion Committee.

12. Reckoning of Recruitment Quota:

(1) The quota of posts to be filled by a particular method shall be as per the schedule of a particular calendar year.

(2) The Reservation shall be followed as per the job reservation policy of the Government of Meghalaya.

13. Waiver of eligibility period:

The Governor on the recommendation of the Speaker, in case of post of Secretary and above the Speaker, in the case of any other gazetted /non- gazetted posts shall have the power to waive, for reasons to be recorded in writing, the minimum qualifying service in the feeder grade for promotion to the next higher grade.

14. Age and other Relaxation:

(1) The age limit for appointment to regular post will be as per the Rules and Regulations laid down by the Government of Meghalaya.

(2) The minimum age shall be as per the Rules adopted by the Government of Meghalaya.

15. Superintendence and control of the secretariat:

(1) The Secretariat shall be under the direct superintendence and control of the Speaker;

(2) The Secretary, however, may exercise the powers of superintendence and control over the Secretariat on behalf of the Speaker and for all his/her action, the Secretary is strictly accountable to the Speaker.

(3) Notwithstanding the fact that the appointing and removal authority in respect of the Secretary is Governor, the Secretary shall be under the direct administrative control of the Speaker and any reports of the Speaker to the Governor against Secretary of any violation of this clause, shall be deemed to have automatically caused his/her removal forthwith.

16. Disciplinary authority:

The appointing authority shall also be the Disciplinary Authority in the case of all grades under its jurisdiction in regard to. Conducts, Discipline, Seniority, Probation, Confirmation, assured career promotion scheme, suspension, dismissal, leave, retirement age, voluntary retirement, compulsory retirement, penalties, reservation and other condition of service.

(I) In so far as a matter not being regulated specifically in these rule herein, the rules applicable to the officers and staff of the Government of Meghalaya shall apply *mutatis mutandis* to the officers and staff of the Meghalaya Legislative Assembly Secretariat with the Governor, the Speaker and the Board/Committee being appropriately substituted in those Rules, in respect of matters relating to Conducts, Discipline, Seniority, Probation, Confirmation, assured career promotion scheme, suspension, dismissal, leave, retirement age, voluntary retirement, compulsory retirement, penalties, reservation and other condition of service.

(II) The Speaker shall have the powers to modify or accept any of the Rules applicable to the officers and staff of the Government of Meghalaya, and thereafter, such Rules shall have only modified effect or no effect, when applying to the officers and staff of the Meghalaya Legislative Assembly under sub-rule (1) above.

Explanation: Rules applicable to the officers and staff of the Government of Meghalaya mean an include Acts, Regulations, Policies, Circulars etc.

17. Appeal:

- (1) All appeal against the orders of the Board/Committee and the Orders of the Secretary shall lie with the Speaker.
- (2) An appeal against the original order of the Speaker in relation to matters pertaining to appointment, removal and discipline of the secretary shall lie with the Governor.

18. Miscellaneous matters :

All other matter affecting the officers and staff of the Meghalaya Legislative Assembly Secretariat but not specifically covered by these Rules, shall be governed by the Acts, Rules, Regulation, Policies, Circulars/notification etc that are applicable to the officers and staff of the Government of Meghalaya.

19. Residuary Powers:

The Speaker has the power to amend these Rules including the schedules from time to time for more efficient administration of the Meghalaya Legislative Assembly Secretariat.

20. Interpretation :

Subject to the provisions of these rules, all questions relating to the interpretation of these rules shall be referred to the Speaker whose decision shall be final.

21. Amendment of the Rules:

- (1) The provisions herein and in the schedules, except as relates to the post of Secretary may be varied if so required by the Speaker from time to time.
- (2) The provisions herein and in the schedules as relates to the post of Secretary may be varied by the Speaker with the approval of the Governor.

22. Power to relax any Rules:

In the case of any difficulty to any officer or staff owing to the advent of these Rules, the Speaker shall resolve such difficulty in exercise of his inherent powers under these Rules, to the maximum advantage of the officer or staff concerned

23. Savings and Repeal:

- (1) On and from the date of commencement of these Rules, all earlier orders, Rules etc, governing the recruitment and conditions of service of the officers and staff of the Meghalaya Legislative Assembly Secretariat shall be deemed to have been repealed.
- (2) Notwithstanding such repeal, all actions done or omitted to have been done under the rules so repealed, shall be deemed to have been validly done or validly omitted to have been done until the advent of these Rules.

Secretary,
Meghalaya Legislative Assembly.

SCHEDULE- 1
OF
THE MEGHALAYA LEGISLATIVE ASSEMBLY, SECRETARIAT
(RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 2015.
A.GENERAL POSTS

No	Post	Pay Scale (In Rupees)	No of Perma- nent Posts	Method of Appointment	Proposed amendment/ Condonation	Remarks
1	Secretary	35300-1060- 41660-1220- 48980/-	1	Promotion: From amongst the Additional Secretaries in the Meghalaya Legislative Assembly Secretariat with one year experience in that grade possessing a Degree and having sound knowledge and experience in Legislation, Committees, Administration, Constitutional Law and Parliamentary procedure and practices. Departmental Competition: If vacancy is not filled by Promotion, it will be filled by Departmental Competition limited to gazetted officers with atleast 20 (twenty)	Promotion: From Additional Secretary in the Meghalaya Legislative Assembly Secretariat having Degree from any University with sound knowledge of Constitutional Law and experience in Legislation, Committees, Administration, Accounts, Parliamentary procedure and practices. Departmental Competition: Limited to Gazetted officers with	

			years total service in the Meghalaya Legislative Assembly Secretariat of which atleast 10 (ten) years in the gazetted grades, possessing a degree in Law and having sound knowledge and experience in Legislation, Committees, Administration, Constitutional Law and Parliamentary procedure and practices	atleast 20(twenty) years of total service in the Meghalaya Legislative Assembly Secretariat of which atleast 10 (ten) years in the Gazetted Grades, holding a post not below the rank of Deputy Secretary, possessing a degree from any University having sound knowledge and experience in Legislation, Committees, Administration, Accounts, Constitutional Law and Parliamentary procedure and practices.
2	Additional Secretary	31300-940-37880-1110-46760	<p>Promotion: From amongst the Joint Secretaries in the Meghalaya Legislative Assembly Secretariat with one year experience in that grade, possessing a degree and having sound Knowledge and experience in Legislation, Committees, Administration, Constitutional Law and Parliamentary procedure and practices.</p> <p>Departmental Competition: If vacancy is not filled by Promotion, it will be filled by Departmental Competition limited to gazetted officers with atleast 15 years total service in the Meghalaya Legislative Assembly Secretariat of which atleast 7years in the gazetted grades, possessing a degree in Law and having sound knowledge</p>	<p>Promotion: From Joint Secretary in Meghalaya Legislative Assembly having Degree from any University with sound knowledge and experience in Committees, Legislation, Administration, Constitutional Parliamentary procedure and practices.</p> <p>Departmental Competition: Limited to Gazetted officers with atleast 15 (fifteen) years total service in the Meghalaya Legislative Assembly Secretariat of which at least 7 (seven) years in the Gazetted Grades, holding</p>

			experience in Legislation, Constitutional Law and Parliamentary procedure and practices.	a post not below the rank of Deputy Secretary possessing a degree from any University and having sound knowledge and experience in Legislation, Committees, Administration, Accounts, Constitutional Law and Parliamentary procedure and practices.
3	Joint Secretary	28700-860-35580-1050-43980/-	<p>Promotion :- From amongst the Deputy Secretaries in the Meghalaya Legislative Assembly Secretariat with one year experience in that grade, possessing a degree and having sound knowledge and experience in Legislation , Committees Administration, constitutional Law and Parliamentary procedure and practices</p> <p>Departmental Competition :- If vacancy is not filled by Promotion, it will be filled by Departmental Competition limited to gazetted officers with atleast 05 (five) years service with total service of 10 (ten) years in the Meghalaya Legislative Assembly Secretariat possessing a degree from a University and having sound knowledge and experience in Legislation, Committees, Administration, Constitutional Law and Parliamentary procedure and practices.</p>	<p>Promotion:- From Deputy Secretaries in Meghalaya Legislative Assembly with one year experience in the grade.</p> <p>Departmental Competition :- If vacancy is not filled by Promotion, it will be filled by Departmental Competition limited to gazetted officers with atleast 05 (five) years service with total service of 10 (ten) years in the Meghalaya Legislative Assembly Secretariat possessing a degree from a University and having sound knowledge and experience in Committees, Accounts, Constitutional Law and Parliamentary procedure and practices.</p>

4	Deputy Secretary	26700-300- 33100-1000- 42100/-	2	<p>Promotion</p> <p>From amongst Under Secretaries in the Meghalaya Legislative Assembly Secretariat with 2 year experience in that grade, possessing a degree and having sound knowledge and experience in Legislation, Committees Administration, Constitutional Law and Parliamentary procedure and practices</p> <p>Departmental Competition:</p> <p>If vacancy is not filled by Promotion, it will be filled by Departmental Competition limited to gazetted officers with at least 8 years total service in the Meghalaya Legislative Assembly Secretariat of which atleast 4 years in the gazetted grades, possessing a degree in Law and having sound knowledge and experience in Legislation, Committees, Administration, Constitutional Law and Parliamentary procedure and practices.</p>	<p>Promotion:-</p> <p>From <i>Special Officer/Under Secretary with minimum 02 (two) years service in Gazetted post in the Meghalaya Legislative Assembly Secretariat.</i></p> <p>Departmental Competition:</p> <p>If vacancy is not filled by Promotion, it will be filled by Departmental Competition limited to gazetted officers with at least 8 years total service in the Meghalaya Legislative Assembly Secretariat of which atleast 4 years in the gazetted grades, possessing a degree <i>from a recognized University</i> and having sound knowledge and experience in <i>Legislation, Committees, Administration, Accounts, Constitutional Law and Parliamentary procedure and practices.</i></p>

5	Officer on Special Duty (Debates)	26700-800-33100-1000-42100/-	<p>Promotion: From amongst Chief Reporters in the Meghalaya Legislative Assembly Secretariat with 2 year experience in that grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to gazetted officer's with at least 8 years total service in the Meghalaya Legislative Assembly Secretariat of which atleast 4 years in gazetted grade, possessing a degree in law and having sound knowledge and experience in Legislation, Committees, Administration, Constitutional Law and Parliamentary procedure and practices.</p> <p>Promotion: From amongst Chief Reporters in the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to gazetted officer's with at least 8 years total service in the Meghalaya Legislative Assembly Secretariat of which atleast 4 years in the gazetted grade, possessing a degree <i>from a any University</i> and having sound knowledge and experience in Legislation, Committees, Administration, Constitutional Law and Parliamentary procedure and practices <i>with Computer background</i></p>

			Designation: One amongst the senior Under Secretaries will be designated as Special Officer, keeping in view the special requirements of the post.	Promotion: <i>From amongst the Senior most Under Secretaries having one year experience in the grade will be designated as Special Officer</i>
6	Special Officer	23300-700- 27500-830- 32480-970- 39270/-	1	Promotion: From amongst Committee Officers Superintendents and Private Secretary to Speaker with 2 year experience in any of the said grades and possessing a degree. Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to gazetted officers with at least 8 year total service in Meghalaya Legislative Assembly Secretariat and having sound administrative experience.
7	Under Secretary	23300-700- 27500-830- 32480-970- 39270/-	1	Promotion: <i>From the Private Secretary to Speaker/ Committee Officers and with 2 years experience in any of the said grades .</i> Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to gazetted officers with at least 8 (eight) years total service in Meghalaya Legislative Assembly Secretariat and having sound administrative experience.

8	Chief Reporter	23300-700-27500-830-32480-970-39270/-	1	Promotion: From amongst Senior Grades Reporters with 2 years experience in that grade and possessing a degree.	Promotion: From amongst Senior Reporters with 2 years experience in that grade and possessing a degree. Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to gazetted officers with at least 8 year total service in Meghalaya Legislative Assembly Secretariat and possessing sound experience and knowledge in parliamentary and reporting matters.
9	Senior Grade Reporter	23300-700-27500-830-32480-970-39270/- (For the present incumbents only) 20700-36650/- (for future promotees)	4	Promotion: From amongst Grades I Reporters with 2 years experience in that grade and possessing a degree.	Promotion: From amongst Grades I Reporters with 2 years experience in that grade and possessing a degree. Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition : If

				filled by Departmental Competition limited to Reporters/ gazetted officers with at least 8 year total service in Meghalaya Legislative Assembly Secretariat and possessing sound knowledge and experience in parliamentary and reporting matters	Competition limited to Reporters/ <i>any other staff having a degree with at least 8 years (eight) years total service in the Meghalaya Legislative Assembly Secretariat and possessing sound knowledge in Parliamentary and Reporting matters with sound background in computer application</i>
10	Grade I	18300-500- Reporter 21800-EB-650- 27000-810- 35100/-	4	<p>Departmental Competition : By Departmental Competition, by skill test in stenography, good command of English, computer Knowledge and experience in office administrative works and with more than 5 years service and experience in that grade.</p> <p>Direct Recruitment: If vacancy is not filled by Departmental Competition, it will be filled by open advertisement through skill test in stenography in English, from persons with a degree and possessing knowledge of computer.</p>	<p>Departmental Competition : By Departmental Competition from amongst Stenographers and other staff of the Meghalaya Legislative Assembly having a degree from any University with 5 (five) years experience in any grades Proficiency in Stenography 80wpm in short hand and 40 wpm in typing with good command in English, sound Knowledge in computer application besides knowledge and experience in office administrative works.</p> <p>Direct Recruitment: If vacancy is not filled by Departmental Competition, it will be filled by open advertisement through skill test in stenography with 80wpm in short hand 40 wpm Typing in English, from a persons with a</p>

			degree and possessing knowledge of computer application and stenography from an Institute of repute.
11	Librarian	16300-410-19170-EB-530-23940-720-31860	<p>Promotion: From amongst Assistant Librarians experienced in that grade.</p> <p>Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition, through written test and interview, limited to employees with 3 year experience in any post in the Meghalaya Legislative Assembly Secretariat and possessing bachelor degree in Library Science.</p> <p>Direct Recruitment: If vacancy is not filled by promotion and departmental competition , it will be filled by open advertisement through written test and interview from persons with bachelor degree in Library Science with 2 years experience in any Library of repute.</p> <p>Promotion: From amongst Assistant Librarians with 2 years experienced in that grade.</p> <p>Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition, through written test and interview, limited to employees with 3 year experience in any post in the Meghalaya Legislative Assembly Secretariat and possessing bachelor degree in Library Science.</p> <p>Direct Recruitment: If vacancy is not filled by promotion and departmental competition , it will be filled by open advertisement through written test and interview from persons with bachelor degree in Library Science with 2 years experience in any Library of repute.</p>

12	Assistant Research Officer	16300-410-19170-EB-530-23940-720-31860/-	<p>Promotion: From amongst the Research Assistants possessing a Degree with 2 years experienced in that grade.</p> <p>Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition, limited to employees of the Meghalaya Legislative Assembly Secretariat possessing degree with diploma in computer.</p> <p>Direct Recruitment: If vacancy is not filled by promotion and departmental competition , it will be filled by open advertisement from candidates possessing degree with diploma in computer.</p>	<p>Promotion: From amongst the Research Assistants possessing a Degree with 2 years experience in that grade.</p> <p>Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition, limited to employees of the Meghalaya Legislative Assembly Secretariat possessing degree from a recognized University with diploma in computer.</p> <p>Direct Recruitment: If vacancy is not filled by promotion and departmental competition , it will be filled by open advertisement from candidates possessing degree from a recognized University with diploma in computer</p>	<p>Promotion: From amongst the Watch & Ward Officers with 2 years experience in that grade and also with service back ground in polices/ Navy/ Army.</p> <p>Departmental Competition : From amongst senior watch & wards who have served in police/Navy/ Army.</p> <p>Direct Recruitment: From candidate possessing a degree and having service back ground in Police/Navy</p>
13	Marshall	16300-410-19170-EB-530-23940-720-31860/-	<p>Promotion: From amongst the Watch & Ward Officers with 2 years experience in that grade and also with service back ground in polices/ Navy/ Army.</p> <p>Departmental Competition : From amongst senior watch & wards who have served in police/Navy/ Army.</p>	<p>Promotion: From amongst the Watch & Ward Officers with 2 years experience in that grade and also with service back ground in polices/ Navy/ Army.</p> <p>Departmental Competition : From amongst senior watch & wards who have served in police/Navy/ Army.</p>	<p>Promotion: From amongst the Watch & Ward Officers with 2 years experience in that grade and also with service back ground in polices/ Navy/ Army.</p> <p>Departmental Competition : From amongst senior watch & wards who have served in police/Navy/ Army.</p>

			Army.	Direct Recruitment: From candidate possessing a degree and having service back ground in Army /Navy/Air force or Police not below the rank of Sub-Inspectors or equivalent.
14	Private Secretary to Hon'ble Speaker	18300-500- 21820-EB-650- 27000-810- 35100/-	1	Designation: Hon'ble Speaker will designate any officer in the Meghalaya Legislative Assembly Secretariat holding a post in the pay scale of P.S To HS as his private Secretary.
15	Committee Officer	18300-500- 21820-EB-650- 27000-810- 35100/-	3	<p>Promotion: 50% of posts From amongst the Assistant Supdtt with 2 year experience in the grade.</p> <p>Departmental Competition:</p> <p>All posts not filled by promotion and 50% of posts</p> <p>Vacancies not filled by promotion and the remaining of 50% of posts will be filled by departmental competition through written test and interview limited to employees with 3 years of experience in any posts in the Meghalaya Legislative Assembly Secretariat with degree in Law.</p> <p>Direct recruitment:</p> <p>All posts not filled by promotion and departmental competition</p> <p>Vacancies not filled by promotion and departmental competition, will be filled by</p>

			open advertisement through written test and interview from persons with degree in Law and experience of 3 years in legal practice, legal institution etc.	
16	Superintendent	18300-500-21820-EB-650-27000-810-35100/-	<p>Promotion: 50% of posts From amongst Assistant Supdt with 2 year experience in that grade.</p> <p>Departmental Competition: All posts not filled by promotion and 50% of posts Vacancies not filled by promotion and the remaining of 50% of posts, will be filled by departmental competition through written test and interview limited to employees with 3 years of experience in any posts in the Meghalaya Legislative Assembly Secretariat with degree in Law.</p> <p>Direct recruitment: All posts not filled by promotion and departmental competition Vacancies not filled by promotion and departmental competition, will be filled by open advertisement, through written test and interview from persons with degree in Law and experience of 3 years in legal practice, legal institution etc.</p>	<p>Promotion: From Assistant Superintendent with 2 (two) years experience in that grade.</p> <p>Departmental Competition :- The vacancy will be filled by Departmental Competition through written test and interview from amongst Upper Division Asstt or equivalent posts having 03 (three) years service and experience in the Meghalaya Legislative Assembly Secretariat.</p>

17	Law Officer	17000-20290-EB-560-25330-760-33690	470-1	Direct Recruitment: From candidates possessing a Degree in Law.	Direct Recruitment: From candidates possessing a Degree in Law from a recognized University with 2 (two) years experience. Departmental Competition: From amongst the employees with 3 (three) years experience in Meghalaya Legislative Assembly having degree in Law from a recognized University.
18	Assistant Superintendent	15700-390-18430-EB-510-23020-690-30610	1	Promotion: From amongst cashiers and Upper Division Assistant with 2 year experience in any of those grades. Departmental Competition: If a vacancy is not filled by promotion it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat.	Promotion: From amongst the seniormost UDA's /Cashier with 2 years experience in any of those grade. Departmental Competition: If a vacancy is not filled by promotion it will be filled by Departmental Competition limited to staffs having experience in Administration/Accounts etc. For 03 (three) years in the Meghalaya Legislative Assembly Secretariat
19	Subordinate Engineer (Electrical)	14100-350-16550-EB-460-20690-620-27510	1	Promotion: From among Electrical Supervisors with 2 years experience in that Grade Departmental Competition: If vacancy is not filled by promotion it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly holding a degree in Electrical Engineering. Direct Recruitment: If vacancy in not filled by promotion/	Promotion : From amongst Electrical Supervisors with 2 years experience in that Grade Departmental Competition: If vacancy is not filled by promotion it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat holding a diploma in Electrical Engineering. Direct Recruitment: If vacancy is not filled by promotion/

			Departmental Competition it will be filled by open advertisement, through field and other skill test from person with degree in Electrical Engineering.	Departmental Competition, it will be filled by open advertisement, through field and other skill test from person with <i>diploma/degree in Electrical Engineering having 3 years experience from an institution of repute.</i>
20.	Upper Division Assistant	14100-350-16550-EB-460-20690-620-27510	<p>Promotion: From amongst the Lower Division Assistant/Time keeper of the Meghalaya Legislative Assembly Secretariat with 3 years experience in that grade.</p> <p>Departmental Competition: If vacancies is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat having HSSLC and work experience.</p>	<p>Promotion: From amongst the Lower Division Assistant of the Meghalaya Legislative Assembly Secretariat with 3 years experience in that grade.</p> <p>Departmental Competition: If vacancies is not filled by promotion, it will be filled by Departmental Competition limited to Staffs of Meghalaya Legislative Assembly Secretariat having <i>Degree from any University and work experience and knowledge in computer application.</i></p>
21.	Cashier	14100-350-16550-EB-460-20690-620-27510	<p>Designation: One amongst the senior upper division clerks will be designated as cashier, keeping in view the special job requirement.</p> <p>Departmental Competition: If vacancies is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat holding a degree in commerce and work experience.</p>	<p><i>From amongst the UDA's by selection keeping in view the special job requirements.</i></p>

22	Watch & Ward Officer	13100-330-15410-EB-420-19190-580-25570	2 1(one) Male and 1(one) female	<p>Promotion: From amongst the Senior Watch & Ward of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade.</p> <p>Departmental Competition: If vacancies is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with minimum Higher Secondary School Leaving Certificate qualification and work experience.</p>
23	Steno Grade II	13100-330-15410-EB-420-19190-580-25570	3	<p>Promotion: From amongst the Steno Grade III of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade.</p> <p>Departmental Competition: If vacancies is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with Stenography qualification, computer knowledge and work experience.</p>
24	Senior Watch & Ward	12000-300-14100-EB-390-17610-530-23440	4	<p>Promotion: From amongst the Junior Watch & Ward of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade.</p> <p>Promotion: From amongst the Watch & Ward of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade.</p>

			Departmental Competition: If vacancies is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with Higher Secondary School Leaving Certificate qualification and work experience.	Departmental Competition: If vacancies is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with HSSLC qualification and work experience.
25	Assistant Librarian	11300-280-13260-EB-360-16500-500-22000	Promotion: From amongst Library Assistant of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade. Departmental Competition: If vacancies is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with degree or diploma in Library Science.	Promotion: From amongst Library Assistant of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade. Departmental Competition: If vacancies is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade.
26	Senior Typist	10600-270-12490-EB-340-15550-470-20270	Promotion: From amongst Typist of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly	Promotion: From amongst Typist of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of

			Secretariat possessing minimum typing speed of 30wpm or knowledge of computer and typing with work experience.	Meghalaya Legislative Assembly Secretariat possessing minimum typing speed of 30wpm and knowledge of computer typing with work experience.
27	Electrical Supervisor	10600-270-12490-EB-340-15550-470-20720	1	<p>Promotion: From amongst Electrician of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with a diploma, degree in Electrical Engineering.</p>
28	Data Operator A(For Degree holder in any discipline with one and half year Diploma in Computer	Entry – 10600-270-12490-EB-340-15550-470-20720 9200-230-10810-EB-300-13510-410-	6	<p>Departmental Competition: Vacancies will be filled by Departmental Competition through written test, skill test and interview limited to employees with 1 year experience in any post in the Meghalaya Legislative Assembly Secretariat with a typing speed of 40wpm in English.</p> <p>Direct Recruitment: If vacancy is not filled by Departmental Competition, it will be filled by open advertisement, through written test, skill test and</p> <p>Departmental Competition: If vacancy is not filled by Departmental Competition through written test, skill test and interview limited to employees with 1 year experience in any post in the Meghalaya Legislative Assembly Secretariat with a typing speed of 40wpm in English.</p> <p>Direct Recruitment: If vacancy is not filled by Departmental Competition, it will be filled by open</p>

	Applications/Science)	18020	interview from persons with degree and 40 wpm typing in English.	advertisement, through written test, skill test and interview from candidate having passed Class XII (HSSLC) with 2 (two) years Computer Course or Degree passed with a minimum of 1 (one) year Computer Course preference shall be given to candidates who has good knowledge in (i) Oracle Database concept (ii) Dot Net & (iii) internet tools from an Institute of repute
29	Steno Grade III	10600-270-12490-EB-340-15550-470-20720	2	<p>Departmental Competition: Vacancies will be filled by Departmental Competition through written test, skill test and interview limited to employees with 1 year experience in any post in the Meghalaya Legislative Assembly Secretariat with a typing speed of 80wpm in English Stenography.</p> <p>Direct Recruitment: If vacancy is not filled by Departmental Competition, it will be filled by open advertisement, through written test, skill test and interview from persons with degree and a speed of 80 wpm in English Stenography.</p>
30	Lower Assistant	Division	11300-280-13260-EB-360-16500-500-22000	<p>Promotion: 20% of posts From amongst the Receptionists/ Intercom operators/ Typist and other eligible employees of the Meghalaya Legislative Assembly Secretariat with 3 years experience in any of those grades and possessing Higher Secondary School Leaving</p> <p>Promotion :- 80% vacancies will be filled from amongst the Typists as per the Seniority list. Departmental Competition The remaining 20% vacancies will be filled</p>

		Certificate qualification.	Departmental Competition: If vacancy is not filled by promotion, it will be filled by departmental Competition limited to staffs Meghalaya Legislative Assembly Secretariat possessing Higher Secondary School Leaving Certificate qualification and experience. Direct recruitment: 80% of the posts shall be filled up by open advertisement possessing minimum Higher Secondary School Leaving Certificate qualification with computer knowledge	<i>by graduates class III employees of the Meghalaya Legislative Assembly in the ratio of 4:1 which will be watched through a 20 point Roster (Cyclic order) in which point no. 1 to 4 will be earmarked for promotion of seniormost typist and Point no. 5 will be earmarked for promotion from other graduate Class III employees who will be selected through a written test and the promotion thereof will be from combined seniority list of such class III officials based on their performance in the written Examination.</i>
31	Receptionist	9900-250-11650-EB-320-14530-440-19370	8(including two posts for the Press Wing)	<p>Promotion:</p> <p>From amongst Typist of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade with Higher Secondary School Leaving Certificate qualification.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs Meghalaya Legislative Assembly Secretariat possessing minimum Higher Secondary School Leaving Certificate qualification and work experience.</p> <p>Promotion:</p> <p>From amongst Typist of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade with Higher Secondary School Leaving Certificate qualification with knowledge in Computer application.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs Meghalaya Legislative Assembly Secretariat possessing minimum HSSLC qualification with knowledge in computer application with work experience.</p>

32	Intercom Operator	/CCTV	9900-250-11650-EB-320-14530-440-19370	5	<p>Promotion I: 50% of posts From amongst Typist of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade with Higher Secondary School Leaving Certificate qualification.</p> <p>Promotion II: 50% of posts From amongst Telephone Operator of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade with Higher Secondary School Leaving Certificate qualification.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs Meghalaya Legislative Assembly Secretariat possessing minimum Higher Secondary School Leaving Certificate qualification with computer knowledge and work experience.</p>	<p>Promotion 20%:- From amongst Telephone Operator having HSSLC qualification, knowledge in computer application.</p> <p>80%: Departmental Competition : From amongst the Jr. Watch and Ward and other Class IV employees with 2 (two) years service experience and having HSSLC qualification with knowledge in computer application and the promotion thereof will be regulated through a 20 point Roster at the ratio of 1:4 i.e. point No. 1 will be earmarked for promotion from Seniority quota and point No. 2 to 5 from amongst Jr. Watch and ward Class IV employees who qualifies in written test through a combined seniority list.</p>	<p>Promotion: From amongst the Jamadar and Dafty of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental</p>	
33	Caretaker		9900-250-11650-EB-320-14530-440-19370	1		<p>Promotion: From amongst the Jamadar and Dafty of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs Meghalaya Legislative Assembly Secretariat</p>		

			possessing minimum Higher Secondary School Leaving Certificate qualification and work experience.	Competition limited to staffs Meghalaya Legislative Assembly Secretariat possessing minimum HSSLC qualification and work experience.
34	Library Assistant	9200-230-10810- EB-300-13510- 410-18020	Promotion: From amongst the Library Attendants with 2 years of experience in that grade with Degree in any subject and Diploma in Library Science. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to employees of Meghalaya Legislative Assembly Secretariat with 3 years experience in any post and having a Diploma in Library Science. Direct Recruitment: Vacancies not filled by Promotion and Departmental Competition, will be filled by open advertisement through written test and interview from persons with a Degree in any subject and Diploma in Library Science.	Promotion: From amongst the Library Attendants with 2 years of experience in that grade with Degree in any subject and Diploma in Library Science. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to employees of Meghalaya Legislative Assembly Secretariat with 3 years experience in any post and having a Diploma in Library Science. Direct Recruitment: Vacancies not filled by Promotion and Departmental Competition, will be filled by open advertisement through written test and interview from persons with a Degree in any subject and Diploma in Library Science.
35	Mechanic	9200-230-10810- EB-300-13510- 410-18020	Direct Recruitment: By open advertisement through skill test and interview from persons with Diploma in Mechanical Engineering. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly	Direct Recruitment: By open advertisement through skill test and interview from persons with Diploma in Mechanical Engineering. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of

			Secretariat possessing a Degree/Diploma in Mechanical Engineering and work experience on automobiles.	Meghalaya Legislative Assembly possessing a Degree/Diploma in Mechanical Engineering and work experience on automobiles.
36	Typist	8300-210-9770-EB-270-12290-370-16270	15 Departmental Competition: Vacancies will be filled by Departmental Competition through written test, skill and interview limited to employees with 1 year experience in any post in the Meghalaya Legislative Assembly Secretariat with Higher Secondary qualification and speed of 30wpm in English typing. Direct Recruitment: Vacancies not filled by Departmental Competition, will be filled by open advertisement through written test, skill test and interview from persons with Higher Secondary and a speed of 30wpm in English typing.	Departmental Competition: Vacancies will be filled by Departmental Competition through written test, skill test and interview limited to employees with 1 year experience in any post in the Meghalaya Legislative Assembly Secretariat with HSSLC qualification and speed of 30wpm in English typing <i>with knowledge in computer application</i> . Direct Recruitment: If Vacancies are not filled through Departmental Competition, it will be filled by open advertisement by written test, skill test and interview from persons with HSSLC and a speed of 30wpm in English typing <i>knowledge in computer application</i> .
37	Junior Watch & Ward	8300-210-9770-EB-270-12290-370-16270	29 Departmental Competition: Vacancies will be filled by Departmental Competition through physical fitness tests and interview limited to employees with a minimum qualifying service of 3 years in any post in the Meghalaya Legislative Assembly Secretariat with Higher Secondary qualification.	Departmental Competition: Vacancies will be filled by Departmental Competition through physical fitness tests and interview limited to employees with a minimum qualifying service of 3 years in any post in the Meghalaya Legislative Assembly Secretariat with HSSLC qualification <i>and preference will be given to person who served in Indian Army/Navy/Air force/Paramilitary force. Etc.</i>

38	Electrician	8300-210-9770-EB-270-12200-370-16270	4	<p>Direct Recruitment: By open advertisement, through skill test and interview from persons with a Diploma in Electrical Engineering.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing a Diploma in Electrical Engineering and work experience.</p> <p>Direct Recruitment: By open advertisement, through skill test and interview from persons with a Diploma in Electrical Engineering.</p>	<p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing a Diploma in Electrical Engineering and work experience.</p> <p>Direct Recruitment: By open advertisement, through skill test and interview from persons with a Diploma in Electrical Engineering.</p>
39	Electrician cum Sound Operator	8300-210-9770-EB-270-12200-370-16270	1	<p>Designation: A Senior Electrician will be designated as Electrician cum Sound Operator, keeping in view the special job requirements, and will be posted after imparting necessary training in sound operating techniques.</p>	<p>Designation: A Senior Electrician will be designated as Electrician cum Sound Operator, keeping in view the special job requirements, and will be posted after imparting necessary training in sound operating techniques.</p>
40	Driver	7700-190-9030-EB-250-11280-340-15020	13 (including one post for the Press Wing)	<p>Departmental Competition: Vacancies will be filled by Departmental Competition through skill test and interview limited to employees with 3 years experience in any post in the Meghalaya Legislative Assembly Secretariat with appropriate driving licence and 3 years experience of driving appropriate vehicles.</p> <p>Direct Recruitment: If vacancy is not filled by Departmental Competition it will be filled by open advertisement through skill test and interview from persons with Higher Secondary</p>	<p>Departmental Competition: Vacancies will be filled by Departmental Competition through skill test and interview limited to employees in any posts in the Meghalaya Legislative Assembly Secretariat with valid driving licence and 3 years experience of driving appropriate vehicles.</p> <p>Direct Recruitment: If vacancy is not filled by Departmental Competition it will be filled by open advertisement through skill test and</p>

			qualification, experience of 3 years in driving appropriate vehicles and possessing appropriate driving licence. (One Junior Driver in the Press Wing to be re-designated as Driver and merged with Drivers)	interview from persons with <i>HSLC qualification</i> , experience of 3 years in driving appropriate vehicles and possessing valid driving licence. (One Junior Driver in the Press Wing to be re-designated as Driver and merged with Drivers)
41	Jamadar orderly	7100-180-8360- EB-230-10430- 310-13840/-	4	Promotion: From amongst Senior Grade IV employees of the Assembly Secretariat holding the Pay Scale of Rs 6500-12700/- with more than 10 years service in that grade.
42	Duftry	7100-180-8360- EB-230-10430- 310-13840/-	2	Promotion: From amongst Senior Grade IV employees holding the Pay Scale of Rs 6500-12700/- with more than 10 years of service in that grade.
43	Lift Operator	7100-180-8360- EB-230-10430- 310-13840/-	1	Promotion: From amongst Senior Grade IV employees holding the Pay Scale of Rs 6500-12700/- with more than 3 years of service in that grade and to be posted after giving necessary training. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to Grade IV staff of Meghalaya Legislative Assembly Secretariat possessing minimum Class X

			qualification.	Meghalaya Legislative Assembly Secretariat possessing minimum Class X qualification.	Direct Recruitment: If vacancy is not filled by Departmental Competition it will be filled by open advertisement through skill tests and interview from persons with minimum Class X qualification.	Direct Recruitment: If vacancy is not filled by by Departmental Competition it will be filled by open advertisement through skill tests and interview from persons with minimum Class X qualification <i>having certificate/diploma from recognized ITI</i>	Promotion: From amongst Senior Malis holding the pay scale of Rs 6500-12700/- with 3 years of service in that grade in <i>the Meghalaya Legislative Assembly Sectt.</i>	Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staff of Meghalaya Legislative Assembly Secretariat possessing HSLC qualification and work experience.	Direct Recruitment: By open advertisement through skill tests and interview from persons having 10 th standard qualification with experience telephone operator in an organisation of repute for 3 years.
44	Head Mali	7100-180-8360-1 EB-230-10430- 310-13840/-		Promotion: From amongst employees holding the pay scale of Rs 6500-12700/- with 3 years of service in that grade and to be posted after imparting basic training in gardening.	Direct Recruitment: By open advertisement through skill tests and interview from persons having 10 th standard qualification with experience telephone operator in an organisation of repute for 3 years.	Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staff of Meghalaya Legislative Assembly Secretariat possessing HSLC qualification and work experience.			
45	Telephone Operator	6500-160-7620-2 EB-210-9510- 290-12700			Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staff of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary School Leaving certificate qualification and work experience.				

46	Water Attendant	6500-160-7620-EB-210-9510-290-12700	2	Direct Recruitment: By open advertisement through interview from persons having 10 th standard qualification, with experience as attendant in organisation of repute in an organisation for 3 years.	Direct Recruitment: By open advertisement through interview from persons having 10 th standard qualification, with experience as attendant in an organisation of repute in an organisation for 3 years.
47	Library Attendant	6500-160-7620-EB-210-9510-290-12700	2	Direct Recruitment: By open advertisement through skill test and interview from persons having 10 th standard qualification, with experience in Library or documentation Assistant in an organisation of repute for 3 years.	Direct Recruitment: By open advertisement through skill test and interview from persons having 10 th standard qualification, with experience in Library or documentation Assistant in an organisation of repute for 3 years.
48	Peon	6500-160-7620-EB-210-9510-290-12700	44	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as peon or attendant in an organisation of repute for 3 years.	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as peon or attendant in an organisation of repute for 3 years
49	Mali	6500-160-7620-EB-210-9510-290-12700	18	Direct Recruitment: By open advertisement through skill test and interview from persons with 10 th standard qualification, with necessarily experience in gardening for 3 years.	Direct Recruitment: By open advertisement through skill test and interview from persons <i>with a pass in middle school</i> standard qualification, with necessary experience in gardening for 3 years. <i>On selection such candidate will be placed on basic training in gardening.</i>
50	Chowkidar	6500-160-7620-EB-210-9510-290-12700	09	Direct Recruitment: By open advertisement through skill test and interview from persons with 10 th standard qualification, with experience of having perform security duties in an organisation of repute for 3 years.	Direct Recruitment: By open advertisement through skill test and interview from persons with 10 th standard qualification, with experience of having perform security duties in an organisation of repute for 3 years.

51	Member Attendant	6500-160-7620-EB-210-9510-290-12700	17	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as peon or attendant in an organisation of repute for 3 years.	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as peon or attendant in an organisation of repute for 3 years.
52	Hot water Attendant	6500-160-7620-EB-210-9510-290-12700	3	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as peon or attendant in an organisation of repute for 3 years.	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as peon or attendant in an organisation of repute for 3 years.
53	Sweeper	6500-160-7620-EB-210-9510-290-12700	10	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as sweeper in an organisation of repute for 3 years.	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as sweeper in an organisation of repute for 3 years.
54	Bus Helper	6500-160-7620-EB-210-9510-290-12700	1	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as Bus Helper in an organisation of repute for 3 years.	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as Bus Helper in an organisation of repute for 3 years.
55	Stocker/ Supplier	6500-160-7620-EB-210-9510-290-12700	1(Add the number of supplier posts in press wing here)	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as of having worked as stocks assistant in an organisation of repute for 3 years. (Stocker when posted to press wing will be designated as Supplier).	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as of having worked as stocks assistant in an organisation of repute for 3 years. (Stocker when posted to press wing will be designated as Supplier).

56	Electrical Helper	6500-160-7620- EB-210-9510- 290-12700	2	<p>Direct Recruitment: By open advertisement through interview from persons with 10th standard qualification, with experience as of having worked as electrical helper in an organisation of repute for 3 years.</p>	<p>Direct Recruitment: By open advertisement through interview from persons with 10th standard qualification, with experience of having worked as electrical helper in an organisation of repute for 3 years.</p>
57	Cleaner	6500-160-7620- EB-210-9510- 290-12700	40 (including seven post for press wing)	<p>Direct Recruitment: By open advertisement through interview from persons with 10th standard qualification, with experience as cleaner in an organisation of repute for 3 years.</p>	<p>Direct Recruitment: By open advertisement through interview from persons with 10th standard qualification, with experience as cleaner in an organisation of repute for 3 years.</p>

B. POSTS IN ASSEMBLY PRESS WING (PRINTING)

Sl. No	Grade	Pay Scale (in Rupees)	No. Of Permanent Posts	Method of Appointment	Proposed Amendment		
					Pay Scale (in Rupees)	No. Of Permanent Posts	Method of Appointment
58.	Manager	17000- 470- 20290- EB-560- 25330- 760- 33590	1	Promotion: From amongst Foreman in the Meghalaya Legislative Assembly Secretariat with 3 years experience in that grade.	20700- 620- 24420- 730- 29530- 890- 36650	-	Promotion: From amongst Foreman in the Meghalaya Legislative Assembly Secretariat with 5 years experience in that grade, possessing a <i>Diploma in Printing Technology from a recognised University / Institute and having sound knowledge and experience in managerial works.</i> Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat holding a Diploma in Printing Technology from a recognised University/ Institute and having a minimum experience of 15 years in <i>any grades.</i> Direct Recruitment: If vacancy is not filled by promotion, it will be filled by open advertisement, through skill test and interview, from amongst persons holding a Diploma in Printing Technology from a recognised University and a minimum experience of 3 years press of repute.
59.	Foreman	14000- 350- 16550- EB-460- 20290- 620- 27510	1	Promotion: From amongst Junior Dtp Operators, Revisers and Plate Developer cum Metal Plate Printers with 3 years experience in any of those grades.	14700- 370- 17290- EB-480- 21610- 650- 28760	-	Promotion: From amongst <i>Section Holders, Dip Operators, Electrician cum Mechanics with 10 years experience in any of those grades and possessing Diploma in printing Technology or Trade Certificate in Printing.</i> Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat having Diploma in Printing Technology and work experience.

Sl. No	Grade	Pay Scale (in Rupees)	No. Of Permanent Posts	Method of Appointment	Proposed Second Amendment			Remarks
					Pay Scale (in Rupees)	No. Of Permanent Posts	Technology/Engineering or Trade Certificate in Printing with minimum 5 years experience in any of the grades.	
60.	Senior Reader	14100- 350- 16350- EB460- 20690- 620- 27510	2	Promotion : From amongst Junior DTP Operators, Revisors and Plate Developer cum Metal Plate Printers with 3 years experience in any of those grades Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing a Degree qualification and technical knowledge.	14700-370- 17290-EB- 480-21610- 650-28760	-	Promotion : From amongst Junior Reader with <i>minimum 5 years</i> experience in any of those grades. Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing a Degree qualification and technical knowledge.	Pay Scale upgraded vide F(PR)- 80/2009/606,dt 8.8.2013.. Hence it is to be substituted by 14700- 370-17290-EB- 480-21610-650- 28760 instead of 14100-350- 16350-EB-460- 20690-620-27510
61.	Section Holder	14100- 350- 16350- EB460- 20690- 620- 27510	3	Promotion : From amongst Junior DTP Operators, Revisors and Plate Developer cum Metal Plate Printers with 3 years experience in any of those grades. Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing a Degree qualification with technical knowledge in printing.	-	-	Promotion : From amongst Plate Developer cum Metal Plate Printers, Offset Printers, Binders Grade-I, with <i>minimum 5 years</i> experience in any of those grades. Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing a Diploma in Printing Technology or Trade Certificate in Printing.	Promotion : From amongst Revisers with <i>minimum 5 years</i> experience in that grade. Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of the Meghalaya Legislative Assembly Secretariat possessing a Degree qualification with technical knowledge.
62.	Junior Reader	14100- 350- 16350- EB460- 20690- 620- 27510	1	[Post to be re-designated as Senior Reader and merged with Senior Reader, since pay scale is one and the same]	-	-	The pay scale of senior Reader is upgraded. Hence the feeder post to Senior Reader.	

Sl. No	Grade	Pay Scale (in Rupees)	No. Of Permanent Posts	Proposed Second Amendment			Remarks
				Method of Appointment	Pay Scale (in Rupees)	No. Of Permanent Posts	
63.	Electrician cum Mechanic	14100-350-16550-EB-460-20690-620-27510	3	Departmental Competition : Vacancy to be filled through skill test and interview limited to Electrical Supervisors and Mechanics in the Meghalaya Legislative Assembly Secretariat with 3 years experience in that grade.	-	2	Departmental Competition : Vacancy to be filled through skill test and interview limited to Electrical Supervisors and Mechanics in the Meghalaya Legislative Assembly Secretariat with 3 years experience in that grade.
64.	DTP Operator	14100-350-16550-EB-460-20690-620-27510	5	Promotion: From Junior DTP Operators of the Meghalaya Legislative Assembly Secretariat with 3 years experience in that grade.	-	4	Promotion: From amongst Junior DTP Operators of the Meghalaya Legislative Assembly Secretariat with 3 years experience in that grade.

Sl. No	Grade	Pay Scale (in Rupees)	No. Of Permanent Posts	Method of Appointment	Proposed Amendment		
					Pay Scale (in Rupees)	No. Of Permanent Posts	Method of Appointment
65.	Junior DTP Operator	12000- 300- 14100- EB-390- 17610- 530- 23440	8	Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary School Leaving Certificate qualification with knowledge in Computer and a typing speed of 60wpm in English. Direct recruitment: By open advertisement, through written test, skill test and interview, from amongst persons having Higher Secondary, Diploma in DTP, 3 years experience as DTP operator in a Printing Press of repute.	-	3	Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary School Leaving Certificate qualification with knowledge in Computer and a typing speed of 60wpm in English. Direct recruitment: By open advertisement, through written test, skill test and interview, from amongst persons having <i>Degree in any discipline</i> , Diploma in DTP/ <i>Hardware/ Software Applications recognised by AICTE / DOEACC and</i> , 3 years experience in a Printing Press of repute and a typing speed of 60 wpm in English.
66.	Revisor	12000- 300- 14100- EB-390- 17610- 530- 23440	2	Promotion : From Copy Holders of the Meghalaya Legislative Assembly Secretariat with 3 years experience in that grade. Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary School Leaving Certificate qualification with computer knowledge.	-	-	Promotion : From Copy Holders of the Meghalaya Legislative Assembly Secretariat with 5 years experience in that grade. Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing a <i>Degree with computer knowledge</i> .

Sl. No	Grade	Pay Scale (in Rupees)	No. Of Permanent Posts	Proposed Second Amendment		
				Method of Appointment	Pay Scale (in Rupees)	No. Of Permanent Posts
67.	Plate Developer cum Metal Plate Printer	12000-300-14100-EB-390-17610-530-23440	2	<p>Promotion: From amongst the Offset Printers of the Meghalaya Legislative Assembly Secretariat with 3 years experience in that grade, and to be posted after short term training in Plate developing and metal plate printing.</p> <p>Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with requisite qualification and experience, as prescribed for Direct Recruitment candidates.</p> <p>Direct Recruitment : If vacancy is not filled by promotion, it will be filled by Open advertisement, through skill test and interview, from amongst persons having Higher Secondary, Diploma in Printing and 3 years experience in Plate Developing and Metal Plate Printing in a printing press of repute.</p>	-	-
68.	Copy Holder	10600-270-12490-EB-340-15550-470-20720	5	<p>Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with requisite qualification and experience, as prescribed for Direct Recruitment candidates.</p> <p>Direct Recruitment : By Open advertisement, through written test, skill test and interview, from amongst persons possessing Higher Secondary School Leaving Certificate qualification and 3 years copy holder's experience in a Printing Press of repute.</p>	3	<p>Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with HSSLC qualification and experience, as prescribed for Direct Recruitment candidates.</p> <p>Direct Recruitment : By Open advertisement, through written test, skill test and interview, from amongst persons possessing Degree qualification and 3 years experience in a Printing Press of repute.</p>

Sl. No	Grade	Pay Scale (in Rupees)	No. Of Permanent Posts	Method of Appointment	Proposed Second Amendment		
					Pay Scale (in Rupees)	No. Of Permanent Posts	Method of Appointment
69.	Offset Printer	10600- 270- 12490- EB-340- 15550- 470- 20720	2	Promotion : From amongst the Junior Offset Printers with 3 years experience in that grade. Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary Leaving Certificate and technical knowledge in binding.	-	4	Promotion : From amongst the Junior Offset Printers with 3 years experience in that grade. Departmental Competition : If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary Leaving Certificate and technical knowledge in offset printing.
70.	Junior Offset Printer	9900-250- 11650-EB- 320-14530- 440-19370	3	Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary Leaving Certificate and technical knowledge in printing. Direct Recruitment: By Open advertisement, by skill test and interview, from amongst persons having a Diploma in Printing with 3 years experience as Offset Printer in a Printing Press of repute.	-	2	Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary Leaving Certificate and technical knowledge in offset printing. Direct Recruitment: By Open advertisement, by skill test and interview, from amongst persons having a Diploma in Printing with 3 years experience as Offset Printer in a Printing Press of repute.
71.	Binder Grade-I	8300-210- 9770-EB- 270-12200- 370-16270	3	Promotion : From amongst Binders Grade-II of the Meghalaya Legislative Assembly Secretariat with 3 years experience in that grade. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary Leaving Certificate and technical knowledge in Binding.	-	2	Promotion : From amongst Binders Grade-II of the Meghalaya Legislative Assembly Secretariat with 3 years experience in that grade. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary Leaving Certificate and technical knowledge in Binding.

Sl. No	Grade	Pay Scale (in Rupees)	No. Of Permanent Posts	Method of Appointment	Proposed Second Amendment		
					Pay Scale (in Rupees)	No. Of Permanent Posts	Method of Appointment
72.	Binder Grade-II	770-190- 9030-EB- 250-11280- 340-15020	5	Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary Leaving Certificate and technical knowledge in Binding. Direct Recruitment: By Open advertisement, by skill test and interview, from amongst persons having 10 th Standard qualification and 3 years experience in binding work in a Printing Press of repute.	-	3	Promotion : <i>From amongst Counter of the Meghalaya Legislative Assembly Secretariat with 3 years experience in that grade.</i> Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing HSSLC and technical knowledge in Binding.
73.	Counter	7100-180- 8360-EB- 230-10430- 310-13840	3	Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary Leaving Certificate and technical knowledge in Binding. Direct Recruitment : By open advertisement, by skill test and interview, from amongst persons possessing HSSLC with 3 years experience as Counter in a Printing Press of repute.	-	2	Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat having HSLC qualification with technical knowledge in sheet counting, sheet logging and Binding. Direct Recruitment : By Open advertisement, by skill test and interview, from amongst persons possessing HSSLC with 3 years experience as Counter in a Printing Press of repute.
74.	Upper Division Assistant	14100-1350- 16550-EB- 460-20690- 620-27510	1	Promotion : From amongst Lower Division Assistants with 3 years experience in that grade. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Degree qualification with work experience.	-	-	From amongst the Lower Division Assistants of the Meghalaya Legislative Assembly Secretariat with 3 years experience in that grade. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat having Degree from any University and work experience and knowledge in Computer Application.

Sl. No	Grade	Pay Scale (in Rupees)	No. Of Permanent Posts	Method of Appointment	Proposed Second Amendment			Remarks
					Pay Scale (in Rupees)	No. Of Permanent Posts	Method of Appointment	
75.	Lower Division Assistant	11300-280- 13260-EB- 360-16500- 500-22000	1	Promotion : 20% of posts From amongst the Receptionist/Intercom Operators/Typists and other eligible employees of the Meghalaya Legislative Assembly Secretariat with 3 years experience in any of those grades and possessing Higher Secondary School Leaving Certificate qualification.	-	-	Promotion : 80% vacancies will be filled from amongst the Typists as per the seniority list.	Departmental Competition: <i>The remaining 20% vacancies "will be filled by graduates class III employees of Meghalaya Legislative Assembly in the ratio of 4:1 which will be watched through 20 point Roster(cyclic order) in which point no. 1 to 4 will be earmarked for promotion of seniormost typist and point no. 5 will be earmarked for promotion from other graduate class III employees who will be selected through a written test and the promotion thereof will be from combined seniority list of such class III officials based on their performance in the written examination.</i>
76.	Reception- ist	9900-250- 11650-EB- 320-14530- 440-19370	8	Promotion : From amongst the Typists of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade with Higher Secondary qualification.	-	2	Promotion : From amongst the Typists of the Meghalaya Legislative Assembly Secretariat with 2 years experience in that grade with Higher Secondary School Leaving qualification with knowledge in Computer Application.	Departmental Competition: <i>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing minimum Higher Secondary School Leaving Certificate qualification and work experience.</i>

Sl. No	Grade	Pay Scale (in Rupees)	No. Of Permanent Posts	Proposed Second Amendment			Remarks
				Method of Appointment	Pay Scale (in Rupees)	No. Of Permanent Posts	
77.	Driver	7700-190- 9030-EB- 250-1280- 340- 15020	1	Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with requisite qualification and experience as prescribed for Direct Recruitment candidates. Direct Recruitment : By open advertisement and examination through skill test and interview with three years experience in driving vehicles and possessing Driving license.	-	1	-
78.	Sweeper	6500-160- 7620-EB- 210-9510- 290-12700	1	Direct Recruitment : By Open advertisement through interview from persons with 10 th Standard qualification, with experience as Sweeper in an organisation of repute for 3 years.	-	1	-
79.	Chowkidar	6500-160- 7620-EB- 210-9510- 290-12700	2	Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with requisite qualification and experience as prescribed for Direct Recruitment candidates. Direct Recruitment : By open advertisement through interview from persons with 10 th Standard qualification, with experience of having performed security duties in an organisation of repute for 3 years.	-	2	-

Sl. No	Grade	Pay Scale (in Rupees)	No. Of Permanent Posts	Proposed Second Amendment			
				Method of Appointment	Pay Scale (in Rupees)	No. Of Permanent Posts	Method of Appointment
80.	Peon	6500-160- 7620-EB- 210-9510- 290-12700	2	Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with requisite qualification and experience as prescribed for Direct Recruitment candidates.	-	-	-
81.	Cleaner	6500-160- 7620-EB- 210-9510- 290-12700	40 (Including seven posts for Press Wing)	Direct Recruitment : By open advertisement through interview from persons with 10 th Standard qualification, with experience as Peon or Attendant in an organisation of repute for 3 years.	3		To substitute the strength of post. Instead of seven, it will be three

SCHEDULE II
OF
THE MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT
(RECRUITMENT AND CONDITIONS OF SERVICE) RULES,
2015

Sl No	Grade	Pay Scale	No of Posts	Method of appointment
1	Commissioner & Secretary	35300-1060-41660-1220-48980	1	Promotion/ Upgradation From the post of Secretary/Additional Secretaries in the Meghalaya Legislative Assembly with 1 (one) year experience in the grade, possessing a Masters Degree in Law, having good Knowledge and experience in Legislation, Committees, Administration, Constitutional Law and Parliamentary Procedure and Practices.
2	Deputy Secretary (Reporting)	26700-800-33100-1000-42100/-	1	Promotion: Upgradation from one of the post of Senior Reporters who are possessing a Degree.
3	Under Secretary (Law)	23300-700-27500-830-32480-970-39270/-	1	Promotion: Upgradation from the post of Law Officer.
4	Deputy Director (Press Wing)	23300-700-27500-830-32480-970-39270	1	Promotion: Upgradation from the post of Manager.
5	Deputy Marshall	15700-390-18430-EB-510-23020-690-30610	1	Promotion: From the post of Senior Watch & Ward Officer.

6	System Manager	17000-470-20290- EB-560-25330-760- 33690	1	Promotion: From the post of Assistant System manager with not less than 2 (two) years experience in that grade.
7	Assistant System Manager	14100-350-16550- EB-460-20690-620- 27510	2	Promotion: From amongst the Data Entry Operators having degree from a University and Diploma in Computer application from a recognized Institution with atleast 1 (one) year experience in handling IT related works in Meghalaya Legislative Assembly Secretariat.
8	Data Entry Operator	10600-270-12490- EB-340-15550-470- 20720	6	<p>Departmental Competition: Vacancies will be filled by Departmental Competition through written test, skill test and interview limited to employees of Meghalaya Legislative Assembly secretariat who are graduate having certificate course in Computer application from recognised institution OR Higher qualification OR Class XII passed with 1 (one) year computer Course from recognised institution.</p> <p>Direct Recruitment: If vacancies is not filled by departmental Competition, it will be filled by open advertisement, through written test, skill test and interview from candidates having passed class XII (HSSLC) with 2 (two) years computer course or degree passed with a minimum of 1 (one) year computer course preference shall be given to candidates who have good knowledge in (i) Oral database concept (ii) Do Net & (iii) internet tools from an institute of repute.</p>

SCHEDULE III
OF
THE MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT
(RECRUITMENT AND CONDITIONS OF SERVICE) RULES,
2015

Secretary	--	Overall in-charge.
Addl. Secretary I	--	In-Charge of Legislation Branch, Legal matters, Establishment branch, Conference, Transport, Committees.
Addl. Secretary II	--	In-Charge of Nazarath Branch, Assembly Hostel, Committees.
Joint Secretary	--	In-Charge of Legislation, Establishment Branch, Committees, Conference.
Deputy Secretary	--	In-Charge of Accounts Branch, Drawing & Disbursing Officer (DDO).
Librarian	--	In-Charge of Library, Library Committees & Computer Branch.
Superintendent Hostel	--	In-charge of Assembly Hostel, House Committee.
Superintending Engineer (Electrical)	--	In-charge Electrical Branch.
Marshal	--	In-charge of Security and Watch & Ward Branch.
Chief Reporter	--	In-charge of Reporters & Reporting Branch.
Manager	-	Incharge Assembly Press.